

21 April 1977

MEMORANDUM FOR THE RECORD

FROM : [REDACTED]
ISAS Declassification Section

SUBJECT: Survey of OTR Records

1. Following the 18 April meeting with DDA declassification focal point officers, the decision was made to redirect part of the existing Archives survey into DDA-originated files. On 20 April, Mr. [REDACTED] the OTR focal point officer, telephoned C/ISAS to request that his office become involved in the survey in order that the formulation of OTR guidelines could be related to actual holdings (which comprise 136 feet in the Archives). I contacted OTR and spoke with [REDACTED] the records officer, to inform her that the idea was acceptable. A meeting was arranged to outline the policy, procedures, and requirements of a survey. Mr. [REDACTED] proposed that the pertinent records be shipped to OTR in ten box increments for surveying.

2. Subsequent to this conversation I telephoned [REDACTED] to inform him of these developments. He thought the idea of OTR participating in the survey was a good one but emphasized that if any disposable records were found in OTR jobs by its surveyors, they should merely note the material and submit a regular disposition request rather than take disposition action themselves. I also received a telephone call from C/AARC, who suggested that it might be a good idea for the OTR personnel to conduct their survey at the Archives, at least initially, in order to benefit from the experience of those personnel currently engaged in this project.

3. At the meeting that afternoon I discussed the records survey requirements at some length with [REDACTED] and [REDACTED]. They received copies of the survey plan and form, and were shown a completed survey case file. They were amenable to the suggestion that they begin their survey work at the Archives. The need to maintain file integrity despite the possible presence of disposable material was emphasized.